

## REQUIREMENTS FOR A VARIANCE APPLICATION

A Variance application is an appeal the Logan County Board of Adjustment for specific cases of variances from the Logan County Zoning Resolution and Subdivision Regulations. These cases are where an exceptional and undue hardship would be placed upon the owner, due to the strict application of these regulations. Relief may be granted, provided it is without substantial detriment to the public good and without substantial impairing of the intent and purposes of the Logan County Zoning Resolution. \*

1. A Variance application must be submitted to the Department of Planning and Zoning at least 50 days prior to the regularly scheduled Board of Adjustment Hearing. The Board of Adjustment meets every second Tuesday of each month. NOTE: The Applicant, or a Representative, **MUST be present** at the Board of Adjustment hearing. If no one is present, the request will be postponed until the next meeting!
2. A fee of \$100.00 is due when the Application is filed.
3. The Applicant must provide a Plot Plan, which will show the location, proposed use on the parcel, access, and adjacent uses. Minimum lot size variances will require a survey plat.
4. The applicant must provide a current copy of the deed, in order to prove ownership. If the deed reflects Mineral Estate Owners, the applicant must certify that notice requirements have been met, or provide a complete listing of their names and address so that they can be contacted. \*
5. The Applicant must provide a Certificate of Taxes showing all taxes applicable to such land for years prior to that year in which approval is granted have been paid.
6. The Applicant will be required to post a Notice of Public Hearing Sign on the property, 15 days prior to the hearing date. See Attached (sign regulations). \*
7. The Applicant must provide a list of adjacent property owners, within 500' of the property. This list will be verified and checked by the planning and building coordinator.
8. The Planning and Zoning Department will send written notice of the hearing regarding the variance request to the adjacent landowners. Failure to mail such notice shall not affect the validity of any hearing.
9. The Planning and Zoning Department will publish a Notice of the public hearing regarding the exemption request in the Sterling Journal Advocate 30 days prior to the hearing. The Applicant will be billed for the publication.
10. The Applicant is responsible for "Making his or her Case". It is not the responsibility of the Logan County Planning and Zoning Department. Visual representations are very helpful in the review process. Additional maps, photographs, and other visual aids should be provided whenever possible.

\* Refer to the Logan County Subdivision Regulations and Zoning Regulations for more details.  
A Pre-Application conference with the Logan County Planner is requested.

Logan County Planning 8C Zoning  
315 Main Street  
(970) 522-7879

LOGAN COUNTY BOARD OF ADJUSTMENT  
DEPARTMENT OF PLANNING & ZONING  
STERLING, COLORADO 80751

=====

**Applicant**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Landowner**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Description of Property:**

Legal: ¼ Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Address: \_\_\_\_\_ Access off CR or Hwy: \_\_\_\_\_

New Address Needed: Y or N      Subdivision Name: \_\_\_\_\_

Filing \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Tract \_\_\_\_\_ Lot Size \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_ **Current Land Use:** \_\_\_\_\_

Date Land Purchased: \_\_\_\_\_ Health Department Approval: \_\_\_\_\_

If Deed is recorded in Torrens System: Number \_\_\_\_\_

If Deed is recorded in General System: Book \_\_\_\_\_ Page \_\_\_\_\_

Request is hereby made for a Zoning Varriance to allow: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Plans: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Names and addresses of all adjacent landowners within 500 feet of the above described property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated at Sterling, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_.

Signature of Applicant: \_\_\_\_\_

Signature of Landowner: \_\_\_\_\_

**FOR COUNTY USE**

Application Fee: One Hundred Dollars (\$100.00)

Date of Board of Adjustment Meeting: \_\_\_\_\_

Conditions of the Varriance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Granted: \_\_\_\_\_

Date Denied: \_\_\_\_\_

\_\_\_\_\_  
Chairperson  
Logan County Board of Adjustment

# APPENDIX D

## SIGN REGULATIONS

A sign must be posted when applying for any Land Use Application which involves a public hearing. The purpose of this requirement is to notify the Public of the date, time and place of the Public Hearing and to inform the Public of the Type of Land Use Application.

The sign regulations are as follows:

- The sign must be posted at least **15 days** before the Public Hearing date.
- The sign must be posted on a board such as plywood. The board must be **at least 3'x4'** and must be sturdy.
- The sign must be **4feet above the natural grade** of the ground.
- The lettering must be at least **2 inches** in size.
- The sign must be posted in a conspicuous location on the property in question. **The sign must be visible from the public road.**
- The Applicant must provide the Planning Department with a **photograph of the sign** at the location where it is displayed.

## SAMPLE OF THE SIGN

PUBLIC HEARING  
LOGAN COUNTY BOARD OF ADJUSTMENT

DATE:

TIME:

PLACE: LOGAN COUNTY CENTRAL SERVICES BUILDING  
508 SOUTH TENTH AVENUE  
STERLING, CO 80751

REQUEST: (IE. VARRIANCE APPLICATION FOR A.....)

Your Name